

# *Cuyahoga Valley National Park Volunteer Program*

## *Building a Community of Park Stewards*



## **Conservancy for Cuyahoga Valley National Park**

### **Internship Opportunity**

<b>Position Title:</b>	<b>Volunteer Services Intern</b>
<b>Dates of Internship:</b>	June 1, 2013 to October 31, 2013 with the possibility of an extension
<b>Hours:</b>	General hours are 9 a.m. to 5 p.m. Monday - Friday with some evening and weekend work required
<b>Location:</b>	Volunteer Management Office (VMO)
<b>Duties:</b>	Provide customer service via phone and email and to visitors/volunteers at the front desk of VMO. Assist with placement of new volunteers. Responsible for updating volunteer handbook and supervisor manual. Participate in evaluation of the volunteer database including: updating and streamlining procedures, entering information, and looking into additional software. Develop new volunteer welcome packet -- electronic and/or print. Greet and provide an orientation for youth and adult volunteer groups in the field. Assist with recruiting volunteers from diverse audiences. Assist with planning and implementation of Day of Service events and corporation/community organization volunteer experiences.
<b>Skills Required:</b>	Collaboration, customer-oriented, attention to detail, strong written and oral communication, problem-solving, and word processing
<b>Requirements:</b>	Bachelor's degree required. Experience in volunteer management, project management, customer services, or park and recreation is preferred. Must have the ability to read and communicate verbally and in writing in the English language. Experience and/or interest in learning Raiser's Edge database is preferred. Ability to work in a team environment as well as operate independently. Must be willing to work flexible hours including evenings and weekends. Regularly required to stay stationary in a quiet office environment. Occasionally required to lift up to thirty pounds. Must pass a criminal background check.
<b>Salary/Benefits:</b>	\$215 per week, 5 personal days, and housing option (with added responsibilities)
<b>Outcomes:</b>	Gain experience in working with volunteers. Learn and practice volunteer management best practices. Learn and gain experience with the Raiser's Edge database. Develop project management skills. Attend volunteer management and interpretation classes and meetings.
<b>How to Apply:</b>	Send completed application to <a href="mailto:apply@forcvnp.org">apply@forcvnp.org</a> with the name of the position in the subject line by April 1, 2013.



# Cuyahoga Valley National Park Volunteer Program

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## **Internship Application**

**Instructions:** Complete all necessary information.

You may be asked to provide additional information on another form.

**Please Type or Print.**

Applicant name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Intern Position applying for: \_\_\_\_\_

On what date would you be available to start work? \_\_\_\_\_

Are you able to meet the attendance requirements? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have any objection to working overtime if necessary? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have reliable transportation? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? \_\_\_\_\_ Yes \_\_\_\_\_ No

If you are under 18, can you furnish a work permit if it is required? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you been convicted of a crime in the last 7 years? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain (a conviction will not automatically bar employment): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you lived in the state of Ohio for the last 5 years? \_\_\_\_\_ Yes \_\_\_\_\_ No

If not, what state(s) have you lived in? \_\_\_\_\_

Driver's license number: \_\_\_\_\_ State issued in: \_\_\_\_\_

Expiration date: \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

\_\_\_\_\_

## **Skills and Qualifications**

In an Application Letter, summarize any job-related training, skills, licenses, certificates, and/or other qualifications that would be of benefit in the job for which you are applying.

Jamie Walters

Volunteer & Internship Coordinator

Call: (330) 657-2142 • E-mail: [jwalters@forcvnp.org](mailto:jwalters@forcvnp.org)

Fax: (330) 657-2381 • Web: [conservancyforcvnp.org](http://conservancyforcvnp.org)

**CONSERVANCY**  
for CUYAHOGA VALLEY NATIONAL PARK



**Cuyahoga Valley  
National Park**

Name: \_\_\_\_\_ Intern Position Applying for: \_\_\_\_\_

## Employment History

*Please provide all employment information for your past three employers starting with the most recent.*

May we contact your previous employers for a reference? \_\_\_\_\_ Yes \_\_\_\_\_ No

Employer: \_\_\_\_\_

Position held: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Salary: \_\_\_\_\_

Job summary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_

Position held: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Salary: \_\_\_\_\_

Job summary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_

Position held: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Salary: \_\_\_\_\_

Job summary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Name: \_\_\_\_\_ Intern Position Applying for: \_\_\_\_\_

## Educational History

### ***High school***

Name and location: \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Yes \_\_\_\_\_ No

### ***Undergraduate College or University***

Name and location: \_\_\_\_\_

Course of study: \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Yes \_\_\_\_\_ No

### ***Graduate School***

Name and location: \_\_\_\_\_

Course of study: \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Yes \_\_\_\_\_ No

### ***Vocational or Technical Training***

Name and location: \_\_\_\_\_

Course of study: \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Yes \_\_\_\_\_ No

### ***Other***

Name and location: \_\_\_\_\_

Course of study: \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Yes \_\_\_\_\_ No

## References

List 3 reference names, telephone numbers, and years known (do not include relatives or employers)

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Years known: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Years known: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Years known: \_\_\_\_\_

Name: \_\_\_\_\_ Intern Position Applying for: \_\_\_\_\_

I hereby authorize CVNP and the Conservancy to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability CVNP and the Conservancy and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I understand that I will be employed at-will, and that my employment can be terminated without cause and without notice, at any time. I understand that no employee, supervisor or representative of CVNP or the Conservancy has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to my employment at-will.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation to perform the essential functions of the relevant job, as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### **About Cuyahoga Valley National Park**

Cuyahoga Valley National Park encompasses 33,000 acres along the Cuyahoga River between Cleveland and Akron, Ohio. Managed by the National Park Service, CVNP combines cultural, historical, recreational, and natural activities in one setting. For more information visit [www.nps.gov/cuvaor](http://www.nps.gov/cuvaor) call 330-657-2752.

#### **About the Conservancy for Cuyahoga Valley National Park**

The Conservancy for Cuyahoga Valley National Park is a non-profit organization created to engage public support for the park and provide services to enhance public use and enjoyment of the park. For more information about the Conservancy and its programs, visit [www.conservancyforcvnp.org](http://www.conservancyforcvnp.org) or call 330-657-2909.